

Building Use Guidelines

Triumphant Love Lutheran Church
9508 Great Hills Trail
Austin, TX 78759
512-346-5683



BUILDING USE PURPOSE AND GUIDING PRINCIPLES

The facilities and campus of Triumphant Love Lutheran Church are dedicated to serving the stated purpose of TLLC and the associated mission themes as stated below:

- Engage children and youth across generations.
- Develop faithful leaders of all ages.
- Embrace all with unconditional love.
- Share our stories of God's Hope.

APPROVAL

The Building Use Guidelines are approved by the Director of Operations and reviewed annually.

REGULATIONS OF BUILDING USE

Permission: The Director of Operations and/or the Events Coordinator is authorized to approve all building use requests subject to these guidelines and the Building Use Agreement. Triumphant Love reserves the right to refuse to reserve its facilities to any person or group.

Scheduling: No event may take place during worship services or at any time that would interfere with preparation for worship. No other group may use the CDC facilities (including the playground) during regularly scheduled center hours. Property users must vacate the building at the agreed upon time or be charged for additional use. All events must end and all participants vacate the building by 11pm.

Insurance; Release and Indemnity: Non-church sponsored Organizations must provide a Certificate of Insurance. All property users shall execute and deliver the Church's form of Release and Indemnification Agreement.

Maintenance and Repair: Property users shall communicate immediately any problems about maintenance or repairs to a staff member. It is expected that TLLC will address the concerns through the appropriate channels.

Care of Property: Property users are responsible for reasonable care of the church property and furnishings and will be expected to pay promptly for any damaged property. Nothing is to be fastened (pinned, tacked, glued, screwed or nailed) to the walls, windows, doors, ceilings or floors. Painters tape is allowed and must be removed after the event. No beverages containing red food dye (wine, juice, punch, etc.) are allowed in the carpeted areas. Property users are responsible for the following:

- cleaning up after the event and returning the room to the agreed upon setup, including consolidating trash into the cans provided, removing all decorations and event equipment, wiping down tables, washing/drying/put away any dishes used,
- turning off warmers, ovens, coffee pots, etc.,
- turning off lights and locking doors where applicable (i.e. deck doors),
- shutting down electronic equipment (microphone, projector, sound).

Onsite Storage: Storage space is extremely limited. Special requests to leave equipment associated with the property user must be made in writing prior to equipment being stored on the property. Every effort will be made to accommodate reasonable requests. The church is not responsible for any equipment or personal belongings left on the church property.

Behavior: Drugs are not allowed on the church property. Smoking, or the use of tobacco in any form, is not allowed on the church property except in designated areas. Church property includes all buildings, playgrounds, canyon/greenbelt area, parking lot, outdoor worship space, gaga ball pit and resurrection garden area. Property users may use the church telephone for local calls only. Property users are responsible for the behavior and discipline of their participants. Music must be kept at a controlled level as not to disturb the neighbors.

Events for Minors: Property users must have two supervising adults in charge and present at all times when a group of young people, high school age or younger, uses the facility. Children on the playground must have adult supervision at all times. Organizations must have a child protection policy reviewed and approved by the TLLC Director of Operations.

Concerning the Use of Alcohol on Church Premises: Any property user sponsoring an activity or event at which alcoholic beverages are served and or sold must have prior express written permission from the Director of Operations. All applicable federal, state and local laws must be obeyed, including those governing the sale or serving of alcoholic beverages to persons not of legal age to consume alcohol. *Non-church sponsored property users who wish to consume, serve and or sell alcohol on the premises must hire a licensed seller/server and must furnish a certificate of liability insurance that evidences either "host liquor liability" or "liquor liability" insurance coverage for their event.* The following is a list of rules specific to the use of alcohol on the premises:

- The only alcohol allowed to be served or consumed on TLLC property is wine or beer.
- Liquor is not allowed for serving or consumption at any time.
- No alcohol is to be served to anyone under 21 years of age.
- It is recommended that "tickets" be distributed to attendees to ensure they would only have the number of drinks that their tickets would allow.
- No alcoholic beverages are to be served to anyone who is intoxicated.
- No alcoholic beverages are to be consumed outside of the facility (with the exception of the main and upper decks only).
- It is the responsibility of the renting parties to provide transportation for anyone who is intoxicated.
- TLLC is not liable for individuals who consume alcoholic beverages on its premises.

- The responsibility/liability will be with the property user that has completed and signed the Building Use Agreement and Release and Indemnification Agreement.

PROCESS FOR REQUESTING USE OF FACILITY

Weddings: Preferably, weddings should be scheduled six to twelve months in advance of the event. Please contact the church office directly if you would like to schedule a wedding.

Occasional/Long-Term Use: The Director of Operations or the Events Coordinator will approve requests and fees for occasional and long-term use of the church facility in consultation with the pastor and church staff. Contact the church office for details.

Annual Review: The Director of Operations or the Events Coordinator will review requests for ongoing building use on an annual basis.

Termination: The church reserves the right in its sole discretion, to revise the Building Use Guidelines with thirty(30) days notice. In case of a violation of any building use regulation or these Guidelines by the property user, the church may terminate the Building Use Agreement immediately.

Property users must begin their request by filling out the online building use request form ([www.tllc.org>events>Building Use Request](http://www.tllc.org/events/Building%20Use%20Request)). This will get the process started. The requestor will be contacted to discuss the details of the request within 2 business days. Once details are finalized, the requestor must fill out and sign the Building Use Agreement and the Release and Indemnification Agreement and provide all necessary additional documentation to complete the Agreement.

The person filling out the request form is accepting the responsibility to:

- communicate with the Director of Operations, the Events Coordinator, and/or the Audio Visual Coordinator regarding event details,
- know the procedures for lights, heating/cooling and locking doors,
- learn appropriate emergency measures (accident, abuse, fire, tornado, etc.),
- communicate any changes in plans with the appropriate church staff in a timely manner,
- communicate behavior expectations to participants using the organization's own code and our church guidelines,
- communicate concerns about maintenance and repair of our property and/or equipment, and
- ensure that the building deposit and use fee is submitted by the date on the invoice.

Approval is finalized when both the requestor and the Director of Operations or the Events Coordinator have received all required paperwork and have signed the Building Use Agreement.

Payment: The requestor will be sent an invoice for the agreed upon charges for the building use. Payment may be made with cash, check (made out to TLLC with BUILDING USE in the memo) or credit card.

Deposit: 25% of the total amount on the invoice is required to hold the room and date. The remainder of the fee is due at least seven (7) business days prior to the event.

Cancellation: A full refund of the deposit and any other payments made will be issued if the cancellation is made at least seven (7) business days prior to the event. Any cancellation made within seven (7) business days prior to the event will result in the deposit amount being withheld. All other payments in addition to the deposit will be refunded.

BUILDING USE FEE SCHEDULE*

- This information is intended for one-time use events. If you are interested in occasional or long term use, please contact the church office for pricing.
- Church Members may not reserve rooms for non-members at the member rate.
- Time reserved must include set up and clean up.
- These fees are subject to change at any time and are effective for new reservations immediately.
- Property users are not allowed to use rooms that are not listed on their signed Agreement.
- Events ending after 9pm will be charged an additional fee for required porter service. *See Below.*

Non-Member Fees

<i>Room Categories</i>	<i>Fee</i>	<i>Additional Notes</i>
Small Classroom (seats 8-20)	\$30/hr (1-hr minimum)	Classrooms, Conference Room, Meeting Room, Library, Cry Room, Nursery, Parlor
Large Classroom (seats 20-35)	\$60/hr (1-hr minimum)	Upper Room, Community Room, Youth Room
Fellowship Hall/Kitchen (seats up to 300)	\$440 (4-hr use maximum) \$660 (over 4-hr to 8-hr use) \$880 (over 8-hr to 11pm)	60" round tables w/ 8 chairs each, projector, microphone, kitchen
Sanctuary (seats up to 350)	\$440 (4-hr use maximum) \$660 (over 4-hr to 8-hr use) \$880 (over 8-hr to 11pm)	Microphone, piano, Use of projection requires onsite AV support

Member Fees

<i>Room Categories</i>	<i>Fee</i>	<i>Additional Notes</i>
Small Classroom (seats up to 20)	No charge	Classrooms, Conference Room, Meeting Room, Library, Cry Room, Nursery, Parlor
Large Classroom (seats 30-40)	\$20/hr (1-hr minimum)	Upper Room, Community Room, Youth Room
Fellowship Hall/Kitchen (seats up to 300)	\$220 (up to 4-hr use) \$330 (over 4-hr to 8-hr use)	60" round tables w/ 8 chairs each, projector, microphone,

	\$440 (over 8-hr to 11pm)	kitchen
Sanctuary (seats up to 350)	\$220 (up to 4-hr use) \$330 (over 4-hr to 8-hr use) \$440 (over 8-hr to 11pm)	Microphone, piano, Use of projection requires onsite AV support

Other Fees & Services (contact the church office regarding these)

AV Support - Many of the rooms are equipped with a projector, screen and/or television that can be connected to a laptop. Depending on the AV requirements for the event, an onsite AV support person may be required. The charge for onsite AV support is \$75/hr.

AV Equipment - We have some additional AV equipment available for use at the event. Additional fees will be charged. Contact the church office if you would like to inquire about the use of our AV equipment.

Custodial Services - Upon request, custodial services may be available for an additional fee. Additional fees will be charged if extra custodial services are required for your event.

Nursery Services - Additional fees will be charged if your event requires the use of the nursery and a nursery attendant.

Outdoor Spaces - Please contact the church office if you would like to inquire about the use of our outdoor spaces. (Canyon/Grounds, Parking Lot, Resurrection Garden, Outdoor Worship Space, Gaga Ball Pit, Playground)

*Porter Service - Optional porter service is available for \$75/hr (2-hr minimum). Events ending after 9pm will be charged an additional \$150 for required porter service.